

## COLLEGE STUDENT AID COMMISSION[283]

### Notice of Intended Action

**Twenty-five interested persons, a governmental subdivision, an agency or association of 25 or more persons may demand an oral presentation hereon as provided in Iowa Code section 17A.4(1)“b.”**

**Notice is also given to the public that the Administrative Rules Review Committee may, on its own motion or on written request by any individual or group, review this proposed action under section 17A.8(6) at a regular or special meeting where the public or interested persons may be heard.**

Pursuant to the authority of Iowa Code section 261.3, the Iowa College Student Aid Commission hereby gives Notice of Intended Action to amend Chapter 1, “Organization and Operation,” Iowa Administrative Code.

The rules in Chapter 1 describe the organization and operations of the Commission. These amendments update the Commission’s address, clarify meeting procedures, update information concerning fees for public records, and eliminate advisory council requirements.

Interested persons may submit comments orally or in writing by 4:30 p.m. on November 15, 2013, to the Executive Director, Iowa College Student Aid Commission, 430 East Grand Avenue, Third Floor, Des Moines, Iowa 50309-1920; fax (515)725-3401.

After analysis and review of this rule making, no impact on jobs has been found.

These amendments are intended to implement Iowa Code chapter 261.

The following amendments are proposed.

ITEM 1. Amend subrule 1.2(1) as follows:

**1.2(1) Location.** The commission is located ~~in the Iowa Building, 603 East 12th Street, 5th Floor~~ at 430 East Grand Avenue, Third Floor, Des Moines, Iowa ~~50309-3609~~ 50309-1920; telephone (515)725-3400; ~~Web Internet site www.iowacollegeaid.org~~ www.iowacollegeaid.gov. Office hours are 8 a.m. to 4:30 p.m., Monday to Friday. Offices are closed on Saturdays and Sundays and on official state holidays designated in accordance with state law.

ITEM 2. Amend paragraph **1.2(3)“d”** as follows:

*d.* A specific time is set aside at each meeting for the public to address the commission. As a general guideline, a limit of five minutes will be allocated for each of these presentations. If a large group seeks to address a specific issue, the chairperson may limit the number of speakers. Members of the public who wish to address the commission during this portion of the meeting are required to ~~fill out a card, which is available upon request, that is to be given to~~ notify the commission’s ~~confidential~~ administrative secretary prior to the meeting. The person’s name and the subject of the person’s remarks ~~must be noted~~ provided. To accommodate maximum public participation, members of the public are encouraged to submit ~~the cards~~ requests at least 72 hours in advance of the meeting.

ITEM 3. Amend subrule 1.2(4) as follows:

**1.2(4) Minutes.** The minutes of all commission meetings are recorded and kept by the executive director in the commission office. Upon approval by the commission, minutes are posted on the commission’s ~~Web Internet~~ Internet site.

ITEM 4. Amend subrule 1.2(5) as follows:

**1.2(5) Records.** The records of all business transacted and other information with respect to the operation of the commission are public records and are on file in the commission office. All records, except statements specified as confidential under these rules, are available for inspection during regular business hours. ~~(Copies of records up to ten 25 pages in number may be obtained without charge. The cost of reproduction will be charged for pages in excess of ten 25. Digital media will be provided for a fee equal to the cost of the physical device provided. The charge may be waived by the executive director.)~~

ITEM 5. Rescind and reserve subrule **1.2(7)**.